# Rapid Re-Housing 🡪 Permanent Supportive Housing Transfer Assessment

1. **Purpose of This Assessment**

* The purpose of this assessment is to gather information about a rapid re-housing (RRH) participant’s housing stability. The information gathered will be used to add the participant to the pool of people who need a transfer to a permanent supportive housing resource.
* Because we have so few permanent supportive housing resources that open up each year, the information will be used to prioritize people who are at most imminent risk of returning back to shelter or sleeping outside after their rapid re-housing ends.

1. **Which RRH Clients Can Complete the RRH Transfer Assessment?**

Participants must have signed a lease in the RRH program at least six (6) months before completing this assessment

**3. Who can administer the RRH Transfer Assessment?**

Rapid Re-housing stabilization staff who have:

1. Attended a training on how to administer the RRH Transfer Assessment in the last year.

2. Actively work with the client on housing stability.

## Key Introduction Points to Share w/the Participant

* Purpose of the RRH Transfer Assessment: It is our role as a rapid re-housing program to explore ways you can achieve housing stability and avoid returning to homelessness after our program ends. One potential way for people struggling to maintain their current housing is to complete an assessment for permanent supportive housing resources. These are subsidized housing openings where your rent would be calculated at about 30-40% of your income, and most of them come with intensive supportive services to help people keep their housing. Sometimes they are vouchers to use with private landlords, and sometimes they are single rooms or units that open up.
* Permanent Supportive Housing Openings Are Rare: Openings depend on if programs are currently full or taking openings, which changes all the time- this is why we don’t know exact timeframes. We have very few openings of this type per year, so we must still continue finding other solutions as well.
* Right to Refuse Responses: You may refuse to respond to questions on this assessment. You may stop this assessment at any time and pick it back up at a later meeting. Your responses will not harm any other services you receive from our agency.
* Filing a Non-Discrimination Complaint: If at any time you would like information on filing a complaint because you believe you are being discriminated against, let me know and I can give you information on how to pursue this. (Note to assessor: Information on the procedure can be found in the Full Guidance on Changed Eligibility & Referrals to Boston CoC Housing Options at bostoncoc.mailchimpsites.com

## Key Points to Share w/the Participant re: Confidentiality

Right to Refuse Responses AND/OR Share Information: We ask you to share information to connect you to housing programs you may be interested in. You may refuse to respond to certain questions, or refuse to have information stored and shared in the database. Declining to share information will not jeopardize any opportunities for you, but it may be harder to get in contact with you when an opening does come up.

Commitment to Confidentiality: If you decline to share your information, please know we will uphold your confidentiality to keep your information secure, private and safe.

# 1a. Permission to Share Your Information w/Partner Agencies

To sign you up for housing programs you may be interested in, we would like to ask for your permission to share information with participating agencies who manage these programs so they may contact you when there is an opening. All of the participating agencies have agreed to keep all data confidential and secure. Is this okay with you?

☐ **Yes** → Check to see if a Housing Assistance Network (HAN) Release of Information is uploaded into the participant’s **warehouse** record.

* If one IS uploaded, proceed to the next section → Section 2, Language & Safety
* If one IS NOT uploaded, complete a [COVID HAN release](https://drive.google.com/file/d/123C4T0sw6N2Edp8tZk6y5cuamE8TitLA/view) and upload to the Warehouse. If it is not uploaded, the referral may get stuck due to lack of permission. If your agency is not on the warehouse, keep their release of information on file. If you are using CAS, also check the box on the Non-HMIS Client edit screen indicating that you have a HAN in your file.

☐ **No**

* If the participant chooses not to share information with other provider agencies, staff may sign a [Limited CAS release](https://www.boston.gov/sites/default/files/file/2020/01/Limited-CAS-Release.pdf) so that the Coordinated Entry lead agency can sign them up for programs, but not share information with any other providers. Check to see if a Limited CAS release is uploaded into the participant’s [**warehouse**](http://hmis.boston.gov) record.
* If one IS uploaded, proceed to the next section.
* If one IS NOT uploaded, staff may sign a Limited CAS release and upload to the Warehouse. If it is not uploaded, the referral may get stuck due to lack of permission. If your agency is not on the warehouse, keep their release of information on file. If you are using CAS, also check the box on the Non-HMIS Client edit screen indicating that you have a Limited CAS Release in your file.

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# Date of Assessment (required)

# Assessment Location (required)

# 

# Lease Start Date\* (required)

**\*Client’s lease start date must be at least six months prior to the date of this assessment**

# Assessment Type (required)

**☐ Phone ☐ Virtual ☐ In person**

## Key Points to Share w/the Participant re: Contact Information

* We Want to Reach You When There Is A Housing Program Opening For You: We are going to ask you to brainstorm different ways and times we can reach you so you don’t miss out on a housing opportunity through the Pathways assessment.
* A Different Person May Contact You When There is An Opening: I will be notified when you get matched to a housing program, but it will most likely be a staff person of that housing program that you have never met before that reaches out to you. Make sure to connect with that person so you can take the opening as the openings are often time sensitive (two weeks or less).

# *Clarity users: Questions 2a – 2f will not be entered into the Clarity Pathways assessment. You will add client contact information and case manager/navigator contact information at another point in the process, through the Contact tab on the client’s Clarity profile.*

# 2a. What type of setting do you currently reside in?(emergency shelter, Unsheltered, Transitional Housing, Actively fleeing domestic violence

# 2b. If you are in emergency shelter, which one?

# 2c.If you are in unsheltered and working with an outreach program, which one?

**2d**. List any working phone number(s), or the phone of a voicemail service or friend/family member we could call

# 2e.Do you have a working email address?

|  |
| --- |

# 2f. Do you have any case managers or agencies we could contact to get a hold of you? (Provide email addresses)

# 2g. Are there agencies, shelters or places you hang out in during the day where we could connect with you?

# 2h. Are there agencies, shelters or places you hang out in during nights or weekends where we could connect with you?

# 2i. Are there other ways we could contact you that we have not asked you or thought of yet?

## Key Points to Share w/the Participant re: Household Composition

Some housing program openings are based off of how many members are in the household, or age: We can also talk about different housing options once we know who will be living with you.

*Clarity users: Some questions in this section will not be entered into the Clarity Pathways assessment. You will add client personal information when enrolling the client into the Coordinated Entry Agency in Clarity. Please make sure that you are answering the correct question numbers when entering in the* *Pathways 2021 Assessment*

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# 3a. Will you have anyone else living with you? ☐ Yes ☐ No

# List the members of your household (who will be living with you). \**The Participant must be listed in line 1 as the Self/Head of Household with all information completed for them. This information is used in matching.*

| **Name** | **Relationship to Head of Household** | **Gender** | **Date of Birth** | **Age** |
| --- | --- | --- | --- | --- |
|  | Head of Household |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3b. Did you serve in the military or do you have Veteran status?** ☐ **Yes** ☐ **No** ☐ **Client doesn’t know**

☐ **Client refused** ☐ **Data not collected**

## Key Points to Share w/the Participant re: Housing Preferences

* There are vouchers and actual apartments set aside for people experiencing homelessness in Boston: The rent for these units is usually calculated at between 30-40% of your monthly income. Some of them also come with supportive services. These questions are to collect your preferences in case there are ever openings, although openings can be rare.
* Neighborhood Choice: We’ll ask you what neighborhoods you would consider living in if openings came up. The more choices you pick, the better your chance of being offered a unit if there are ever openings. You are not required to take a unit in a neighborhood you selected.

# 4a. What is your total household’s estimated gross (before taxes are taken out) annual income? We ask because some of these units have income requirements. You may figure out monthly and multiply it by 12.

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*Clarity users: Some questions in section 5 will not be entered into the Clarity Pathways assessment. You will add client responses when enrolling the client into the Coordinated Entry Agency in Clarity. Please make sure that you are answering the correct question numbers when entering in the Pathways 2021 Assessment.*

**5c. Youth Choice (for heads of household who are 24 yrs. or younger):** Would you like to be considered for housing programs that are:

☐ **Youth-specific only:** (Youth-specific programs are with agencies who have a focus on young populations; they may be able to offer drop-in spaces for youth, as well as community-building and connections with other youth)

☐ **Adult programs only:** (Adult programs serve youth who are 18-24, but may not have built in community space or activities to connect with other youth. They can help you find those opportunities. The adult RRH programs typically have more frequent openings at this time)

☐ **Both Adult and youth-specific programs**

# 5d. Survivor Choice (for those fleeing domestic violence): you indicated you are currently experiencing a form of violence. Would you like to be considered for housing programs that are:

☐ **Domestic Violence (DV)-specific only:** (DV-specific programs are with agencies who have a focus on populations experiencing violence; they may be able to offer specialized services for survivors in-house, such as support groups, clinical services, and legal services)

☐ **Non-DV programs only:** (Non-DV programs serve people fleeing violence, but may need to link you to outside, specialized agencies for specific services such as DV support groups, clinical services and legal services. The non-DV programs typically have more frequent openings at this time – there are very few DV PSH opportunities)

☐ **Both DV and non-DV programs**

☐ **Not applicable – client is not currently fleeing domestic violence**

## Unit Size + Type Preferences

**6a.** If you are a single adult, would you consider living in a single room occupancy (SRO)?

**☐ Yes ☐ No ☐ Not applicable**

# 6b. If you need a bedroom size larger than an SRO, studio or 1 bedroom, select the sizes below you would move into.

**☐ 2** **☐ 3** **☐ 4** **☐ 5** **☐ Not applicable**

# 6c. Are you seeking any of the following due to a disability? If yes, you may have to provide documentation of disability - related need.)

**☐ Wheelchair accessible unit**

**☐ First floor/elevator (little to no stairs to your unit)**

**☐ Other accessibility**

# 6d. Are you interested in applying for housing units targeted for persons with disabilities? (You may have to provide documentation of a disability to qualify for these housing units.)

**☐ Yes** **☐ No**

# 6e. Are you interested in applying for housing units targeted for persons with an HIV+ diagnosis? (You may have to provide documentation of a HIV to qualify for these housing units.)

**☐ Yes ☐ No**

# 6f. While openings are not common, we do have different types of affordable housing. Check the types you would be willing to take if there was an opening:

**☐ Voucher:** An affordable housing “ticket” used to find a home with private landlords. It is mobile, so you can move units and still keep the affordability (about 30-40% of your income for rent)

**☐ Project-Based unit:** The unit is affordable (about 30-40% of your income), but the affordability is attached to the unit. It is not mobile- if you leave, you will lose the affordability. You do not have to do a full housing search in the private market with landlords because the actual unit would be open and available.

## Neighborhood Selection

# 7a. Check off all the areas you are willing to live in. Another way to decide is to figure out which places you will not live in, and check off the rest. You are not penalized if you change your mind about where you would like to live.

| ☐ | Allston/Brighton | ☐ | Hyde Park |
| --- | --- | --- | --- |
| ☐ | **Back Bay/Fenway/South End** | **☐** | **Jamaica Plain** |
| ☐ | **Charlestown** | **☐** | **Mattapan** |
| ☐ | **Dorchester 02121 (Grove Hall, Franklin Park)** | **☐** | **Mission Hill** |
| ☐ | **Dorchester 02122 (Meetinghouse Hill, Neponset, Clam Point)** | **☐** | **Roslindale** |
| ☐ | **Dorchester 02124 (Dorchester Center, Codman Square, Ashmont, Adams Village)** | **☐** | **Roxbury** |
| ☐ | **Dorchester 02125** | **☐** | **South Boston/Seaport** |
| ☐ | **Downtown/Beacon Hill/North End/ Chinatown/Gov. Center/West End** | **☐** | **West Roxbury** |
| ☐ | **East Boston** |  |  |

## Key Points to Share w/the Participant re: Household History Questions

The next section will ask you questions about your current situation and housing history. Please know that the responses to these questions in no way jeopardize the services you currently use, or any future housing opportunities you choose to pursue. These questions are only asked for the purposes of matching people to the housing resources available.

# 8a. Disabling Condition: Have you ever been diagnosed by a licensed professional as having a disabling condition that is expected to be permanent and impede your ability to work? You do not need to disclose the condition. *Note to assessor on generating an accurate response: if participant receives any type of disability benefits, you can automatically select “yes”; if you or the participant are unsure, ask them if a medical professional has ever written a letter on their behalf for disabled housing, EAEDC, or other benefits, or if they have ever tried to apply for a disability resource, even if they do not currently receive them- check yes. The assessor may also check yes if a permanent disability is observed.*

☐ **No** **☐ Yes** ☐ **Unknown**

# 8b. We are asking people what factors may be in their backgrounds so we can help people prepare supporting documentation, references and other positive information to the housing authority (check all that apply)? This is NOT to screen you out for a voucher, but rather to help overcome potential admission barriers.

**☐ A housing authority or housing program terminated your subsidy (i.e. a housing voucher, a public housing unit, etc.)**

**☐ You have been evicted from a legal tenancy where you were the lease holder.**

**☐ Prior to entering shelter or sleeping outside during this episode of homelessness, you came directly from jail, prison or a pre-release program.**

**☐ You have been convicted (found guilty of) a violent crime**

**☐ You have been convicted (found guilty of) a drug crime**

**☐ Any member of your household is subject to a lifetime registration requirement under a state sex offender registration program.**

**☐ Any household member has been convicted of the manufacture or production of methamphetamine in federally assisted housing.**

**☐ None of the above**

# 8c. Latest date eligible for financial assistance through the current rapid re-housing program. What date is the latest date the participant can receive financial assistance through the current rapid rehousing program? (When does financial assistance end?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Key Points to Share w/the Participant re: Length of Time Homeless

Some housing programs are required to serve people who experienced long term homelessness prior to entering rapid re-housing.

We will need to document any nights that are not in our database if there are housing openings that you are matched to.

Household History will only apply to clients who may be matched to Homeless Set-Asides.

**9a. Warehouse Record- Length of Time Homeless:** Check the participant’s record in the Warehouse; how many Boston homeless nights did the participant have immediately before their rapid re-housing lease up date- **this is a three year look back period from the date of lease up**? \_\_\_\_\_\_

**9b. Adding Boston homeless nights:** If you believe the participant has more Boston homeless nights to add to their record (unsheltered stays in Boston; and/or shelters who do not input into the Warehouse), complete the homeless history on the next page and specify the number of Boston homeless nights you are **adding** to their length of time homeless in the warehouse. *You may skip this step if you do not have any additional Boston homeless nights to add:* \_\_\_\_\_\_\_\_\_\_\_

**9c. Total # of Boston homeless nights**  (9a+9b): \_\_\_\_\_\_\_

List the places the participant stayed **in the three years before the date they signed their lease in the RRH program that include** 1.) Boston emergency shelters, 2.) Boston transitional housing/VA GPD programs and 3.) sleeping unsheltered in Boston. You may also list stays in institutions (behavioral health treatment programs, hospitals, jail, prison) if the participant was in a Boston homeless situation (shelter/transitional housing/VA GPD/unsheltered situation) immediately prior to entry and after the stay, and the stay was less than 120 nights.

1. *Specify client’s first lease up, or move-in date while in the RRH program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*All stays listed must be in Boston and documented using the* [*order of document priority*](https://drive.google.com/file/d/1_-cM0Mb-kGuj-W3SAZiVqz4aeyTChLbM/view) *when the participant is matched to a housing program.*

| Location: | |
| --- | --- |
| Located in Boston? ☐ Yes ☐ No  Dates: | # of Boston homeless nights (calculated from date estimates above): |
| *\*If participant was sleeping unsheltered (outside, place not meant for habitation) one night in a given month counts for that full month of Boston homeless nights- ex. 1 night in November would count for 30 Boston homeless nights in November when you add up the total Boston homeless nights.* | |

| Location: | |
| --- | --- |
| Located in Boston? ☐ Yes ☐ No  Dates: | # of Boston homeless nights (calculated from date estimates above): |
| *\*If participant was sleeping unsheltered (outside, place not meant for habitation) one night in a given month counts for that full month of Boston homeless nights- ex. 1 night in November would count for 30 Boston homeless nights in November when you add up the total Boston homeless nights.* | |

| Location: | |
| --- | --- |
| Located in Boston? ☐ Yes ☐ No  Dates: | # of Boston homeless nights (calculated from date estimates above): |
| *\*If participant was sleeping unsheltered (outside, place not meant for habitation) one night in a given month counts for that full month of Boston homeless nights- ex. 1 night in November would count for 30 Boston homeless nights in November when you add up the total Boston homeless nights.* | |

## Key Points to Share w/the Participant re: Housing Stability

The information we gather here will be used to add you to the pool of applicants who are seeking transfers to permanent supportive housing.

Responses may be self-report from the participant as well as case manager observation during the stabilization relationship.

| **Question** | **Options** |
| --- | --- |
| How many times have you moved while enrolled in rapid re-housing? | * Client has not moved while enrolled * Once * Two more times |
| How serious are your health concerns right now (physical, mental health, substance use)?  Or how often have you been in the emergency room (ER) in the last 6 months? | * Client has no serious health concerns * Mild symptoms that are only slight impairments to daily functioning, or 1-2 ER visits in the past six months * Moderate symptoms that impact some day-to-day functioning, or 3-5 ER visits in the past six months, or 1 hospitalization in the past 6 months * Severe symptoms that impact nearly all day-to-day functioning, or 6-8 ER visits in the past six months, or 2-3 hospitalizations in the past 6 months * Client is in crisis – life is at imminent risk; and/or medical prognosis is less than 1 year, or 9+ ER visits in the past 6 months, or 4+ hospitalizations in the past 6 months |
| Have you or are you currently experiencing domestic violence? | * Client has never experienced domestic violence or an on-site assault * History of DV or on-site assaults, though environment is currently safe * Safety is moderately adequate * Current level of safety is minimally adequate – ongoing safety planning is needed * In-crisis – life at serious imminent risk due to DV or on-site assaults |

| **Question** | **Options** |
| --- | --- |
| Are you currently at risk of being evicted by your landlord? | * Client is not currently at risk of eviction from their current unit * Property owner has verbally threatened eviction to either the tenant or the case manager but not taken any formal steps * Client has received a notice-to-quit terminating their tenancy * Client has received a court summons & complaint and is facing eviction for non-payment of rent * Client has received a court summons & complaint and is facing eviction for cause (e.g. lease violations, criminal activity, etc.) |
| Do you ever need assistance with daily activities like eating, bathing/showering, dressing? | * Client requires little to no assistance with tasks of daily living * Client requires minimal assistance w/some tasks of daily living * Client requires assistance with minor tasks of daily living (eg, brushing teeth, etc) * Client requires assistance with nearly all major tasks of daily living (eg, eating, bathing, etc) |
| Do you have any income right now? | * Client has a consistent and adequate source of income * Client has an unstable and/or inadequate source of income * Client has no income |
| What is the source of the income? | * Client's income is fully documented and reportable * Case manager has observed that client may relying on unreportable income (i.e. under the table work, sex work, etc.) for daily living expenses |
| Do you currently have positive family or friend relationships in your support network? | * Client has consistent and adequate support systems in the form of friends and/or family * Client has some support systems in the form of friends and/or family, though it is not always stable or sufficient * Client has no support systems and is entirely dependent on staff for support |

| Question | Options |
| --- | --- |
| Do you have any active legal concerns, open court cases, or convictions that may come up when we apply for other housing? | * Client has no legal concerns * Legal concerns will not significantly impair access to housing * Client has major legal concerns that significantly impair access to housing |
| Do you currently have healthcare coverage? | * Client has stable, sufficient healthcare coverage * Client has unstable or insufficient healthcare coverage |
| Do you currently have childcare? | * Client has no childcare concerns * Client has unstable or insufficient access to childcare |

## Key Points to Share w/the Participant re: Next Steps

I acknowledge I shared this information with the participant (check all the items below).

☐ **Wait Times**

Wait times can change from time to time based on how many people are interested, and the openings we have available. We encourage you to think about ways we can help you move in with friends, family, return to safe living situations, or other options since these programs may not always have openings.

☐ **What should I do to try to find housing if I am not matched with housing opening?**

We encourage you to keep thinking about other ways you may be able to prevent returning to homelessness, like moving in with roommates, applying for affordable housing, getting a rep payee or other ways to make housing work.

☐ **Who Will I Hear From If I Am Matched to a housing opening?**

You may hear from myself or any other case managers/contacts you listed here today; you may also hear directly from the housing program, so be sure to return calls or emails even if you do not know the agency. They are going to use all of the contact information you provided us to try to connect with you as quickly as possible. If any of your contact information changes, let me know and I can change it in the assessment.

☐ **How Long Will I Have to Respond to a housing opening I am matched with?**

In general, the housing programs will outreach to people who are matched with openings for about two weeks. They will move on to new people who may be interested after two weeks because they have to fill the openings. However, if you are interested after the two weeks, you should still return the call/email/message as you may be able to be matched to another opening at a later date.

☐ **Am I automatically approved for the housing openings when I’m matched?**

No. Today we gathered information to help figure out if you’re eligible and match you to your preferences, but the housing programs will actually verify and document eligibility at the time you are referred. All of the programs have different eligibility criteria- our system will do its best to match you with those that you should be eligible for, but there may be times where you are matched, and are not eligible, and will be offered a new opening when one comes up.